

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5304 **TITLE:** INSPECTIONS BRANCH CHIEF

GRADE: S-33

DEFINITION:

Under administrative direction, assists in the administration of the County's construction inspection program; directs the daily operation of the Department of Environmental Management's Commercial Inspections Branch or Residential Inspections Branch, each consisting of engineers and/or technical building, mechanical, electrical, plumbing and combination inspectors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a managerial class involving responsibility for either the commercial or residential inspection program for the County.

ILLUSTRATIVE DUTIES:

Plans inspection work and directs engineers and inspectors responsible for building, electrical, mechanical and plumbing code inspections for commercial or residential property;
Interprets and administers the Virginia Uniform Statewide Building Code and branch operating policies and procedures to ensure consistent enforcement by staff and third-party inspectors;
Develops administrative and workload reporting systems to plan inspection schedules, forecast workload, provide productivity indicators and initiate changes in inspection policies to promote efficient and effective use of inspection staff;
Evaluates inspection trends to identify code violation patterns and code requirements that need to be developed, modified and/or enhanced;
Researches and prepares appropriate documentation to recommend changes to the Virginia Uniform Statewide Building Code and other policies and procedures;
Performs complex studies and prepares management reports;
Reviews and examines building construction documents and recommends approval or disapproval;
Evaluates and approves or disapproves modification requests for waivers of the code requirements related to building permits;
Coordinates changes to permit application procedures and commercial or residential construction plan review requirements to accommodate multi-disciplinary inspections;
Conducts periodic field inspections to monitor and evaluate branch staff, field supervisors and third-party inspectors, and to assist in the resolution of complex and/or sensitive inspection issues;
Coordinates the resolution of complex inspection issues and problems with other inspection branches and County staff, and mediates code and/or inspection issues between County, builders, designers, and building owners;
Represents the branch and/or agency at public hearings, meetings and conferences with County and state representatives, and at industry informational meetings;
Serves as staff representative at all Fairfax County Board of Building Code Appeals meetings and represents the Building Official during Board of Appeals and judicial hearings;

Provides assistance to citizens;
Develops and administers comprehensive training programs for branch staff;
Prepares and monitors the annual budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the national, state and County mechanical, electrical, plumbing, gas, and existing structures building codes and regulations;
Extensive knowledge of the equipment, materials, and methods used in commercial and/or residential construction and/or repair;
Extensive knowledge of the principles of building construction, engineering drawing, and administrative procedures;
Thorough knowledge of structural engineering theories, principles and practices;
Knowledge of the principles and methods of administration and management;
Effective oral and written communication skills;
Ability to plan and direct the work of a group of inspection professionals and technicians;
Ability to understand and interpret complex codes, regulations and procedures;
Ability to analyze and interpret complex data, reach sound conclusions, and resolve complex problems;
Ability to complete complex studies and prepare comprehensive reports concerning findings and recommendations;
Ability to read and interpret construction documents and specifications;
Ability to establish and maintain effective working relationships with coworkers, subordinates, contractors, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a bachelor's degree in engineering or a closely related field; PLUS
Five years of progressively responsible experience in construction inspection, code enforcement, or plan review, including two years of directly related supervisory experience and inspection experience in two of the following areas: electrical, plumbing, mechanical, building and/or combination inspection.

CERTIFICATES AND LICENSES REQUIRED:

Must obtain State certification by successful completion of the ETS/BOCA Inspector examination in all four disciplines and/or certification as a Certified Building Official (CBO) within one year from appointment.

REGRADED:	July 1, 2007
REGRADED:	July 8, 2006
ESTABLISHED:	November 18, 1996